

OFFICE OF COUNCIL PRESIDENT BRENDA JONES CONTRACT REVIEW PROCESS

START DATE:

September 9, 2019.

Directions:

Please submit the following questions based on class and qualification. The questions are only baseline questions. Additional questions may derive from the Legislative Review Process when the Teeter Report is released. However, the contract review questions should be submitted at the referral stage.

Deadlines:

Submission of Main Session Agenda Contract Questions and Concerns Sheet should be submitted to the Legislative Operations Manager by the Sunday prior to Formal Session.

Submission of New Business Session Agenda Contract Questions and Concerns Sheet to Legislative Operations Manager by the end of the day on Monday prior to Formal Session or by 12pm on Tuesday, the day of Formal Session. *(A sample sheet has been sent to the Administration. All contracts that meet the below qualifications and the responses to the questions should be logged into the Procurement Research Database.)*

Contract Review:**ALL Non-Detroit Based/Headquartered Contracts:**

1. Please provide a list of all bidders including the following:
 - a. Name of company
 - b. Specify if the business is a Detroit based or Detroit Headquartered business
 - c. Detailed description on why a Detroit-based or Detroit headquarter business was not selected.
 - d. Please provide the equalization score sheet.
2. Was a joint venture suggested with a Small Detroit-Headquartered Business?
 - a. Why was a joint venture not implemented?
3. What is the total amount of company employees?
 - a. How many of those employees are Detroiters?

Detroit-Based/Headquartered Contracts \$150,000 and above:

1. Is the business a Detroit-based or Detroit Headquartered Business?
2. Please provide the equalization score sheet.
3. Was a joint venture suggested with a Small Detroit-Headquartered Business?
 - a. Why was a joint venture not implemented?
4. What is the total amount of company employees?
 - a. How many of those employees are Detroiters?